

## LOCAL AGENCY SECURITY SURVEY

(Due before July 1 each fiscal year)

<b>Local Agency:</b>	
<b>Site:</b>	
<b>A. Physical Security of ADP Equipment:</b>	1. Describe the physical setting:
	2. Is WIC in its own building?
	3. If not in its own building, is WIC in a larger building with others?
	4. If in a larger building with others, what other entities share the facility?
	5. Are WIC offices separated by lockable doors?
	6. Who is responsible for locking WIC offices?
	7. How many staff have keys?
	8. Is there any record of keys issued?
	9. How are keys accounted for when someone leaves the agency?
	10. Does anyone outside WIC, such as other county staff, cleaning crews, etc. have access to WIC facilities? If yes, please specify:
	11. Have any security concerns surfaced in the past 2 years?
	12. If yes, how were the security concerns handled?
	13. Who handled the security concerns?
	14. How is documentation of security concerns kept?

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<b>B. Equipment Security</b>	1. If laptops are used at your sites, where are they stored when not in use?
	2. Who is responsible for the laptops?
	3. Is there a system for checkout and return of laptop?
	4. Are laptops connected to the network at least every 30 days for updates?
	5. What are the allowable reasons for laptops to leave the office?
	6. Is there a detailed inventory of all equipment maintained?
	7. If yes, where is the detailed inventory of all equipment maintained kept?
	8. Who is responsible for updating the detailed inventory of all equipment maintained?
	9. What agency or entity is responsible for insurance and other valuables at the WIC local agency clinics?
	10. How are computers protected against the busy hands of toddlers in the WIC offices?
	11. Are desktops, laptops, and the server inaccessible to unauthorized users (i.e., located away from public areas)?
	12. Are participants escorted into and out of computing areas?
	13. Are computers locked when the employee steps away from their desk?

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<b>C. Personnel Security</b>	1. Is a list maintained of all persons who have access to WIC facilities and equipment?
	2. If yes, who is responsible for maintaining the list?
	3. What procedures are in place to change passwords, change locks, remove access, retrieve keys, etc. when a person leaves the job?
<b>D. Contingency Plans and Emergency Preparedness</b>	1. Does the local agency have a plan in place to get the clinic back up and running in the event of a crisis?
	2. Is the plan familiar to everyone in the office?
	3. Where are backups stored?
	4. Who should you call?
	5. Where is the nearest neighboring agency or other computer or laptop you could share, or borrow?
	6. Where would WIC operate if the site was damaged by fire, flood, etc.?
	7. Are there fire extinguishers readily accessible?
	8. Does staff know how to use them?
	9. Who is responsible for verifying their operability?